



PURPLE FIELD PRODUCTIONS

JOB DESCRIPTION: ADMINISTRATOR

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| Role: | Administrator |
| Rate: | £11 per hour – rising to £11.50 after successful completion of 6 months' probation |
| Hours: | 7hrs per week over two days (days and hours to be agreed mutually) |
| Reporting to: | Trustee/Director of Administration |
| Base: | Office based, Ilminster |
| Links to: | Chair of Trustees, Finance Director, Communication Director, Fundraising Director |

Context:

Purple Field Productions is a very small charity helping to transform the lives of some of the most disadvantaged people in Africa and Asia. We have been working with local filmmakers and communities since 2004 to produce and distribute high quality films that inform and empower people to improve their lives and those of others. (Our films can be found on our YouTube channel <https://bit.ly/2RMc356>).

The PFP Administrator sits at the heart of the charity and is the only paid member of staff. We have a small office in Ilminster and are well-known in the local community where local people are interested, supportive and proud of the charity's work and responsible for raising a large proportion of our annual £30,000 income.

Our Board of Trustees/Directors who live as far afield as Reading and St Leonards, each take on different areas of responsibility (eg finance, fundraising, production), only coming together in person for regular Trustees meetings and sub-committee and project meetings where necessary.

Purpose of the Role

Working independently from a small office in Ilminster, the Administrator is very often the first point of contact for supporters and must build and nurture positive relationships whether in person, on the phone or through the written word. The Administrator is responsible for the smooth running of the charity's administration and the provision of support to our Board of Trustees/Directors. The Administrator will liaise with the Board of Trustees/Directors and be a main point of contact for members of the local community. The role covers three main areas of work - general office administration (20%), marketing and promotions (40%), production and administrative support for colleagues working on productions in Africa and Asia (20%). In addition to this, the Administrator will be involved in a long-term key project to help the development of the charity - in the first instance this is likely to be managing and developing our picture library. Further projects may include the recruitment of local volunteers for specific tasks or fundraising initiatives.

10 Hill View Terrace Ilminster TA19 9AL admin@purplefieldproductions.org

Patrons: Lord Cameron of Dillington FRICS, The Rt Hon Clare Short
Trustees: J.Canty, R.Chant, H.Da Silva Wood, C.Deary, R.Elgood, B.Harper, R.Rainbow, E.C.Waldie, K.Waldie

Company registration: 6382767 UK registered charity: 1127076



Role and responsibilities

General Admin

- Correspondence – managing the post, writing letters/emails (including grant acknowledgments)
- Filing – electronic shared drives, paper files, scanning following agreed process
- Database – managing excel database of supporters
- Schedule/Calendar management – including Marketing plans, Funding report deadlines
- Trustees – preparing papers for meetings and attending and producing minutes of trustee meetings
- Finance – Income - paying in and recording of donations, receipt of invoices, arranging authorisations
- prior to payment by the Finance Director, regular communication with Finance Director
- Governance – supporting Administration Director to secure licences, insurance and meet legal requirements
- Office & Equipment – managing office premises, ordering supplies, managing maintenance and repair

Supporter communications and promotions

- E-bullet-in for supporters – x4 pa, produce and distribute. Content provided by Board members
- Newsletter – x2 pa - assist Volunteer Newsletter Editor in production/distribution
- Produce and distribute regular internal team updates
- Liaising with our Volunteer Facebook Manager and passing on news items suitable for use on social media
- PR – assist with press releases
- Report writing
- Key Development Project: set up and implement a catalogue system for our picture library

International Support & Admin

- Occasional assistance to Overseas Trustees with tasks related to film production and distribution projects such as
- Gathering reports and information from overseas workers and project partners, summarise and report as necessary
- Recruitment and record keeping for overseas volunteers and paid personnel
- Sharing information with overseas workers and project partners.”
- Make travel arrangements (UK and overseas) for overseas personnel
- Maintaining equipment inventory

Miscellaneous

- Other tasks that are appropriate to the role and help further the Purple Field Production mission



ADMINISTRATOR | PERSON SPECIFICATION

| | Essential | Desirable |
|--|-----------|-----------|
| QUALIFICATIONS | | |
| Good standard of education evidenced by GCSEs or equivalent | X | |
| EXPERIENCE | | |
| Office and administrative experience – minimum 3 yrs | X | |
| Working without direct supervision | X | |
| Experience of providing co-ordination and administrative support to more than one person | | X |
| Organising, servicing and reporting meetings | | X |
| E-newsletters - Mailchimp | | X |
| Social media – Facebook, Instagram | | X |
| SKILLS | | |
| Ability to build positive relationships with a wide range of people | X | |
| Excellent IT skills: Microsoft Office | X | |
| Organisational skills with attention to detail with a clear focus on high quality | X | |
| Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved | X | |
| Excellent written and verbal communication skills | X | |
| Ability to problem solve | X | |
| OTHER REQUIREMENTS | | |
| Motivated, self-starter able to plan, organise and prioritise own workload | X | |
| Able to use own initiative and know when to seek advice | X | |
| Willing to learn | X | |
| Flexible and adaptable approach to work | X | |
| Commitment to the charity’s vision and work with ambition and drive to help the charity develop | X | |

Purple Field Productions is committed to the principles of equality and diversity through the promotion of inclusive processes, practices and culture across all its activities and the staff, trustees and people and communities it works with